



AmeriCorps Slot Transfer Policy and Procedures

(revised effective July 1, 2011)

POLICY: In compliance with the 2011 guidelines issued by the Corporation for National and Community Service, it is the policy of Nevada Volunteers to proactively manage member slots to maximize awarded grant allocations and to more flexibly manage AmeriCorps portfolios.

PROCEDURES:

1. At the discretion of Nevada Volunteers, AmeriCorps member slots may be transferred from one formula program to another formula program at any time if it appears that a program may not be able to successfully fill the slot within the approved enrollment period.
2. Nevada Volunteers is also authorized to transfer competitive slots from one competitive program to another competitive program.
3. Prior approval from CNCS is not necessary as long as the slot transfers do not change the program's grant budget.
4. CNCS does not allow transfer of slots between competitive and formula grantees or vice versa. Nevada Volunteers is also not allowed to transfer any funds among their competitive subgrantees for any reason.
5. Slots cannot be transferred across grant types or grant years.
6. Refill slots are NOT transferrable for any reason at any time.
7. Slot Transfers will be considered to maximize enrollment and cost effectiveness when ALL of the following criteria have been met:
 - A. Enrollment rate of program requesting more slots is 100%
 - B. Retention rate of program requesting more slots is at least 80%.
 - C. All member, program and financial data/reporting is up to date.
 - D. All performance measure targets are on track to be met or exceeded.
 - E. The program requesting more slots is not on probation.